



The establishment of a Border Management Authority was enabled by a legal framework that allowed a single authority to execute functions on behalf of multiple principal Organs of State regarding specifically defined functions, whether they be at the Port of Entry or Border Law Enforcement Area. The Border Management Authority Act (No. 2 of 2020) was assented to and signed into law by the president in July 2020. The Border Management Authority invites suitable interns to apply for the following positions:

POSITION : **INTERN: DIGITAL CONTENT CREATOR X1, REF NO: 1/02/2024**
DURATION : **Twelve (12) Months Contract**
CENTRE : **BMA Head office, Pretoria**
STIPEND : **R7000.00 for an intern with a degree and R6000 for an intern with a diploma**
SEND APPLICATIONS TO: **RecruitComms.Intern@bma.gov.za**

REQUIREMENTS: Applicants must be in possession of a Grade 12 Certificate and a minimum of a three-year qualification (NQF level 6 or 7) in the field of Graphic Design. The job holder will be subjected to background checks being acceptable. Should the background checks not be acceptable, your services may be terminated.

Knowledge: Any proven applicable knowledge of graphic design/ digital content creation/ information design or digital technology. Knowledge of different digital design or graphic design tools and best practices. Knowledge of website and social media tools. Knowledge of designs and other media editing software. Computer literacy, including knowledge of MS Office suite and relevant software.

Competencies: Proficiency in using design software and multimedia tools. Digital content creation skills. Interpersonal skills. Team player. Independent worker. Communication and basic presentation skills. Digital skills, including photo and video editing skills. Willingness to work long hours.

DUTIES: Design and create innovative digital and print content for the Border Management Authority. Website design and editing. Online and printed digital material editing. Multimedia and basic gamification designs. Conceptualise ideas for graphics. Develop concept briefs and create appropriate designs and infographics. Operate in a cross-functional design environment. Create design videos.

POSITION : **INTERN: ICT TECHNICAL SUPPORT X2, REF NO: 2/02/2024**
DURATION : **Twelve (12) Months Contract**
CENTRE : **BMA Head office, Pretoria**
STIPEND : **R7000.00 for an intern with a degree and R6000 for an intern with a diploma**

SEND APPLICATIONS TO: RecruitICTSupp.Intern@bma.gov.za

REQUIREMENTS: Applicants must be in possession of a Grade 12 Certificate and a Bachelor's degree or diploma in Information Technology, Computer Science, ICT Support Services, or a related field (NQF level 6 or 7). The job holder will be subjected to background checks being acceptable. Should the background checks not be acceptable, your services may be terminated.

Knowledge: Any proven applicable knowledge of ICT technical support/troubleshooting/incident management/ SLA Management/ Customer Satisfaction. Knowledge of MS Office 365, Antivirus, and other relevant ICT Support software.

Competencies: Proficiency in computer troubleshooting. Interpersonal skills. Team player. Independent worker. Communication and basic presentation skills.

DUTIES: The ICT Intern will be working with the Border Management ICT support team in providing technical support to the staff in the use of ICT tools put at their disposal for the execution of their duties. The support ranges from installation and configuration of ICT equipment to support in the use of BMA's standard software applications. The intern will support the ICT team in their oversight role over ICT services throughout the BMA's Head Office and its port of entry.

POSITION : INTERN: ICT APPLICATIONS & SYSTEMS DEVELOPMENT X2, REF NO: 3/02/2024

DURATION : Twelve (12) Months Contract

CENTRE : BMA Head office, Pretoria

STIPEND : R7000.00 for an intern with a degree and R6000 for an intern with a diploma

SEND APPLICATIONS TO: RecruitICTApps.Intern@bma.gov.za

REQUIREMENTS: Applicants must be in possession of a Grade 12 Certificate and Degree in Computer Science, Software Engineering, or a related field (NQF 6 or 7). The job holder will be subjected to background checks beings acceptable. Should the background checks not be acceptable, your services may be terminated.

Knowledge: Programming Languages such as Java/JavaScript/, ASP.NET/VB.NET/HTML/CSS/SQL PowerShell.

Development Tools: Familiarity with version control systems (e.g., Git) and integrated development environments (IDEs).

Web Development: Basic understanding of web development technologies such as HTML, CSS, and JavaScript.

Problem Solving: Strong analytical and problem-solving skills with the ability to troubleshoot and debug code.

Team Collaboration: Ability to work effectively in a team environment, and Communication.

Skills: Good verbal and written communication skills to interact with stakeholders, convey business needs, and articulate technical concepts.

Adaptability: Willingness to learn new technologies and adapt to changing project requirements. **Time Management:** Ability to manage time effectively and meet deadlines.

Initiative: Proactive attitude and a willingness to take initiative in solving problems.

Analytical Skills: Strong analytical and critical thinking skills to analyze business processes and requirements.

Documentation: Ability to document business processes, requirements, and specifications clearly and concisely.

Competencies: Proficiency in computer troubleshooting, interpersonal skills, team player, independent worker, communication, and basic presentation skills.

DUTIES:

The ICT Intern will be working with the Border Management ICT Applications Management team to develop and implement BMA's applications and systems. Participate in Project Management activities to ensure timeous delivery of systems. Conduct UAT's and other systems development and applications management duties.

IMPORTANT INSTRUCTIONS TO APPLICANTS

- The above-mentioned position is temporary (Internship), for the period of twelve (12) months, and the appointment will be done in terms of Sectoral Determination No. 5 of the Basic Conditions of Employment Act No. 75 of 1997 as the enabling Act.
- A comprehensive CV should be accompanied by the Employment Application Form downloadable from the BMA website (www.bma.gov.za).
- All applications must be emailed to the specified email addresses above.
- Only shortlisted candidates will be required to submit certified copies of their qualifications. Candidates have foreign qualification(s), such must be accompanied by an evaluation certificate obtained from the South African Qualifications Authority (SAQA) to confirm the appropriate National Qualifications Framework (NQF) Level.
- Application form should be completed in full (e.g. reference number).
- With no formal work experience in the field of application.
- Age requirement: not older than 35 years old.
- Failure to comply with any of the above instructions may result in the application being disqualified.
- Applications received after the closing date will not be considered.
- Should you not be contacted within three (3) months of the closing date of the advertisement, please consider your application to be unsuccessful.
- BMA reserves the right to fill or not to fill this position.
- All enquiries may be sent to: recruit.enquiriesi@bma.gov.za

THE CLOSING DATE FOR THIS ADVERT IS 15 FEBRUARY 2024 @ 16h00.